

HEADQUARTERS
UNITED STATES FORCES, JAPAN
APO San Francisco 96525

USFJ POLICY LETTER 20-4
1 January 1972

Organization and Mission - General

FOREIGN BROADCAST INFORMATION SERVICE/US FORCES JAPAN

PURPOSE: To state the mission and responsibilities of the Foreign Broadcast Information Service/US Forces, Japan (FBIS/USFJ).

1. Scope Applicable to the service commanders in Japan.
2. General. The FBIS/USFJ Bureaus are assigned to Headquarters, United States Forces, Japan. Administration and support shall be in accordance with existing United States directives and/or mutual agreement between FBIS/USFJ and the military component commanders concerned.
3. Responsibilities: FBIS/USFJ is responsible for the acquisition and dissemination of information and reports pertaining to foreign broadcasts which concern the United States and the mission of US Forces Japan.

FOR THE COMMANDER



C. R. ROSE, Lt Colonel, USAF
Administrative Officer

RICHARD M. LEE
Major General, USA
Chief of Staff

Supersedes USFJPL 20-4, 29 Jan 68

OPR: J71

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USFJPL 30-8

POLICY LETTER
NUMBER 30-8

HEADQUARTERS, US FORCES, JAPAN
APO 96525 5 February 1969

Personnel

EMPLOYMENT AND REPORTING OF THIRD STATE NATIONALS
(RCS USJ AJ-1)

PURPOSE: To provide for the hiring of Third State Nationals by US Forces, Japan and for the reporting of the status of these employees.

1. Scope. Applicable to the Service Commanders of the US Forces, Japan.

2. General.

a. Under the provisions of referenced memorandum, the United States committed itself to the reduction by attrition of those Third State Nationals then employed by the United States Forces in Japan and to the direct hire of Third State National employees only if no US or Japanese personnel were available who possessed the special skills required for the position under recruitment. These special skills were considered to be those requiring highly technical training such as in intelligence operations, linguistics and psychological warfare. There was no intention to permit the hiring of Third State Nationals for any type of non-technical position merely because of the current unavailability of a qualified US or Japanese national applicant.

b. Also under the provisions of referenced memorandum, the United States agreed to keep the Government of Japan informed through the Joint Committee of all separated or newly hired Third State National employees of the US Forces in Japan.

c. The hiring and reporting requirements set forth in this policy letter do not apply to Third State Nationals employed under the Master Labor Contract or under the Indirect Hire Agreement. These are considered as employees of the Government of Japan.

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3. Procedures.

a. Third State National personnel who are currently employed by US Forces, Japan, will be allowed to remain in their positions until they resign or their services are no longer required.

b. All changes in status of Third State National employees will be reported to Headquarters, US Forces, Japan by Senior Service Commanders in Japan.

c. Reports of change in status will contain the following information:

(1) Separation from employment:

- (a) Full name of employee.
- (b) Activity at which employed.
- (c) Date of separation.
- (d) Address upon separation.

(2) New employees:

- (a) Full name, date of birth and grade.
- (b) Nationality and place of hire.
- (c) Hiring organization.
- (d) Any previous employment by US Forces.
- (e) Status of registration with Japanese immigration officials.
- (f) Passport and visa status.
- (g) Residence in Japan.
- (h) Statement that a qualified United States or Japanese National is not available for the position.

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d. Report Control Symbol RCS USJ AJ-1 is assigned to this report.

4. Reference: Memorandum from the United States Representative to the Joint Committee, 4 October 1954, subject: Status of Third State Nationals, at Inclosure 7 of the Minutes of the 101st Meeting of the Joint Committee, 14 October 1954.

FOR THE COMMANDER



E. P. WILKINSON
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